

## KIRKBURTON PARISH COUNCIL

### LAND & PROPERTY COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 15 OCTOBER 2015 AT 8.45 pm AT BURTON VILLAGE HALL

Present: Cllr B Armer in the Chair

Cllrs S Beresford: P Brook, J Cowan, P Cunnington, R Franks, and B McGuin.  
In attendance: Mrs L Gardner and Mrs A Royle

Apologies were received from Cllr Burton, the reason for which was accepted.

**LP21 Apologies and  
Declarations of  
Interest**

Cllr D Million was absent.

The following personal interests were declared:

Cllr B Armer in the item relating to issues on Shepley Allotments, as the tenant is known to him and in the item on Grange Moor Allotments Tenants Association, as he had been lobbied on this issue.  
Cllr J Cowan in the item relating to issues on Shepley Allotments, as the tenant is known to him.

No members of the public wished to address the Committee.

**LP22 Public  
Participation**

**Resolved:** To hold the meeting in the public session with the exception of the item on the issues at Shepley allotments as the discussions would involve living individuals and is exempt under the Freedom of Information Act 2000.

**LP23 Admission of  
the Public**

Members noted the inspection reports produced by Abco on the Council's office, Grange Moor allotments, Shepley allotments and Kirkheaton Churchyard. The following issues were discussed in detail:

**LP24 Risk  
Assessment  
Report**

**Council Office:** The need for the 2 members of staff to receive first aid training for the occasions when User Groups with the training were not in operation at the village hall was discussed. However, it was noted that as the staff members often worked alone, first aid may often not be possible. It was acknowledged that the staff members had access to a telephone / mobile phone to access help should this be required, and a first aid kit was available in the office.

**Recommendation:** Not to provide first aid training to the two staff members.

**Shepley Allotments:** The Committee noted the issue raised about unauthorised access through Shepley allotments, and considered whether to erect a sign at the Marsh Lane entrance.

**Recommendation:** Not to erect a sign at the Marsh Lane entrance as it may draw attention to the shortcut, thus exacerbating the problem.

**Grange Moor Allotments:** The Committee noted the issues raised with regards to safety of the trench and the visibility of the signs. The Clerk reported she had visited the allotments a few days previously, and had noted that the removal of the vegetation on the banks of the trench had addressed the issue with the signs. Also the trench was dry.

**Recommendation:** To continue to monitor the situation.

**Kirkheaton Churchyard:** Members noted that the issues raised in connection with Kirkheaton Churchyard had already been discussed by the Kirkheaton Committee.

**Recommendation:** That the Council notes the Abco report and adopts the report's recommendations, except for those mentioned above.

Members considered the health and safety report on the creation of a pond on Shepley Allotments and whether to grant retrospective permission to the tenant.

**LP25 Shepley Allotments: Pond**

**Recommendation:** Not to grant retrospective permission for a pond, but to request that the pond is filled in within 3 months of notice being issued, due to the health and safety hazards raised in the recent risk assessment report.

**Resolved:** To hold the discussions of the following item in the private session as it would divulge personal information and is exempt under the Freedom of Information Act 2000.

Members considered issues raised relating to Plot 6 on Shepley Allotments and consulted the allotment lease.

**LP26 Shepley Allotments: Plot 6**

**Recommendation:** To note the issues raised.

Members considered reviewing the leases at each allotment garden. It was noted that there were differences between the Parish Council's agreements and those of Kirklees Council

**LP27 Allotment Lease**

**Recommendation:** That the Committee Chairman and the Clerk carry out a review and report back to the Land & Property Committee.

Members considered the written report on public seats.

**LP28 Public Seats**

**Recommendation:** That the Council continues with its repair / replacement programme for public seats.

Members noted the information with regard to the current provision of skips at the allotment gardens and the associated costs. The Committee considered the proposal to withdraw the provision of skips at the allotment sites.

**LP29 Provision of Skips at the Allotment Gardens**

**Recommendation:** That the Council no longer routinely supplies skips at the allotments.

**Recommendation:** That the Clerk informs the tenants of the withdrawal of the routine supply of skips and provides them with details of the locations of Kirklees waste disposal facilities to which they can take non-compostable waste.

Members noted the current budget situation with regard to the budgets for Allotment Maintenance, Allotment Rent & Water and Public Seats and considered making recommendations to the Management & Finance Committee on next year's budget allocations.

**LP30 Budget Proposals for 2016/17**

**Recommendation:** That the Management & Finance Committee establishes a general maintenance budget line, which would incorporate the maintenance costs for the allotments and public seats.

**Recommendation:** That a budget for Allotment Rent & Water is maintained at £200

Members noted the responses from the tenants at Grange Moor allotments and considered whether to progress with the proposal to form a Tenants' Association.

**LP31 Tenants' Association at Grange Moor Allotments**

**Recommendation:** That a trial Tenants' Association is established, which will be open to all tenants as named on the allotment leases and it will be evaluated after a two-year period.

Members noted the current process covering risk assessment.

**LP32 Current Risk Assessment Process**

**Recommendation:** That the issue of a Financial Risk Assessment be referred to the Management & Finance Committee to consider if there should be a separate Financial Risk Assessment process and the appropriate arrangements.

**Resolved:** That the Chairman and the Clerk will liaise on the date of the next meeting.

**LP33 Date of Next Meeting**

The meeting then closed.